

AMENDED REQUEST

April 29, 2019

Dear Property Owner or Agent:

The State of South Carolina previously posted a solicitation on April 5th seeking office space in Richland County. This Amended Request supersedes that request and attached is an updated summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4 p.m., May 8, 2019**, this is extended from the original due date of April 30, 2019.

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,

Gary M. Anderson
Real Property Services



AMENDED COPY

**REQUEST FOR LEASE PROPOSAL FOR
UNIVERSITY OF SOUTH CAROLINA – THE CHILDREN’S LAW CENTER**

OFFICE SPACE IN RICHLAND COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – University of South Carolina – The Children’s Law Center

- Location: Richland County, prefer being within proximity of the University of South Carolina School of Law
- Expected occupancy date: As soon as possible
- Total space needed is approximately **8,200** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
- Personnel Areas:
 - 1 private office of approximately 180 square feet
 - **31** private offices of approximately 120 square feet each
 - **4** workstations of approximately 48 square feet each
- Standard Support Areas:
 - 1 **medium** suite reception lobby of approximately 100 square feet to accommodate seating for **4-6** people
 - **1 beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet**
 - 1 **large** break room of approximately **200** square feet to accommodate seating **8-10** people at one time
 - **1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet**
 - 1 IT closet of approximately 40 square feet to accommodate wall mounted racks
 - 1 **medium** storage room of approximately **180** square feet
 - 1 large conference room of approximately 350 square feet to accommodate seating 10-12 people
 - **1 focus/privacy room of approximately 50 square feet**
 - 1 training room of approximately 960 square feet



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Space must be ADA compliant. Land lord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency. Require secure internet and University system is preferred.
- 61 parking spaces are desired. State availability of reserved parking and 4 handicapped spaces.
- Parking lot must be paved and lighted.
- Signage identifying “The Children’s Law Center”.
- Term: Please provide proposed rates for a minimum of 3 and 5-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> **or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4 p.m., May 8, 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent’s responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with University of South Carolina – The Children’s Law Center. Direct contact can be cause for automatic disqualification.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-0592
EMAIL: gary.anderson@admin.sc.gov

